***SOCIAL WORK PROGRAM HANDBOOK***



***Revised July 2025***

***East Central University***

***College of Liberal Arts and Social Sciences***

***Department of Human Resources***

***Social Work Program***

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**~ INTRODUCTION ~**

Congratulations on your admission to the East Central University Social Work Program and your choice of a future career in Social Work! As a social worker, you will have the opportunity to work with individuals, families, organizations, groups, and communities, using a wide variety of knowledge and skills grounded in professional values to make a difference in the lives of people.

This*Program Handbook* has been designed as a formal mechanism to inform you about the Social Work Program, its history, accreditation by the Council on Social Work Education, BSW education, the Programs educational mission and curriculum, expectations, and opportunities for social work students, and the Programs and University’s policies that provide guidance to students as they progress through their degree program at East Central University. Also included in the *Handbook* is a link to the 2022 *Educational Policy and Accreditation Standards* (EPAS) of the Council on Social Work Education and the National Association of Social Workers *Code of Ethics* (1996, rev. 2021)*.* The *Educational Policy and Accreditation Standards* promotes excellence, creativity, and innovation in social work education and practice. It sets forth core competencies, which are practice behaviors that are comprised of social work knowledge, values, and skills. Accreditation ensures that the quality of professional programs merits confidence. The *Accreditation Standards* establish basic requirements for the baccalaureate level ... [of education] (EPAS, 2022, p. 7). EPAS supports academic excellence by establishing thresholds for professional competence. The *NASW Code of Ethics* provides a guide for your conduct as a student and preparation for professional social work. Your knowledge and understanding of the *Code* and adherence to the values and ethics explicated in the Code are expected.

The *Handbook* is intended to be informative and be a reference source for the admitted social work major. Please read it carefully and retain it in your academic file for future reference**.**

**SOCIAL WORK PROGRAM HISTORY**

Under the auspices of East Central University, specializations in Social Services and in Rehabilitation were initiated by the Department of Human Resources in 1972 and approved by the Oklahoma Regents for Higher Education in 1973. The Social Services specialization was changed to a specialization in Social Work in 1978. In 1982 Social Work became a free-standing major, although still a part of the multi-disciplinary Human Resources Department. The Social Work Program was initially accredited by the Council on Social Work Education (CWSE) in 1984 under the direction of the program's first director. In 1987, approval was gained to change from a Bachelor of Arts (major - Social Work) degree to a Bachelor of Social Work (BSW) degree in order to clearly identify a professional education program in social work. Accreditation of the Program was reaffirmed in 1988, 1995, 2003, 2011, and 2020 by the Council on Social Work Education. In 2021, East Central also received accreditation for its online BSW. East Central offers one of only four accredited undergraduate social work degree programs in the State of Oklahoma and serves the social work educational and professional needs of Southeast Oklahoma. The Program is committed to quality social work education and to fulfilling the mission and goals of East Central University, the College of Liberal Arts and Social Sciences, the Human Resources Department, and the Social Work Program, to educate students at the baccalaureate level for quality generalist social work practice.

**BACCALAUREATE SOCIAL WORK (BSW)**

 A baccalaureate social worker (BSW) is well-prepared for practice in an agency or organizational setting to assist people of all ages and from all walks of life in solving problems in social functioning. The BSW is at the beginning level of professional practice and works with some of the most vulnerable persons in the population older adults, children, and those who live in poverty. The first step to becoming a professional social worker is earning a BSW degree from a social work education program accredited by the Council on Social Work Education.

**ECU MISSION AND GOALS**

East Central University’s mission, as stated in the *ECU Catalog* (p.2), is to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area, East Central University provides leadership for economic development and cultural enhancement.

East Central University acknowledges five areas of importance to fulfill its mission

To provide academic programs

To sustain educational support programs

To provide educational enrichment opportunities

To offer special community/regional services

To promote professional development and scholarship

**GENERAL EDUCATION - LIBERAL ARTS PERSPECTIVE**

The curriculum for generalist social work practice is built upon a strong liberal arts foundation, which underpins and supports the social work foundation curriculum. East Central University embodies its commitment to the values of a liberal arts education through its general education requirement. The general education curriculum is designed to assist students in attaining the knowledge, skills, and attitudes recognized by the University as fundamental to every educated persons understanding of and response to the world. Such education contributes to the development of informed, responsible citizens capable of promoting and maintaining a free society and provides individuals a foundation for making ethical, logical, technological, ecological decisions requisite to participation in such a society.

Three themes are common to all courses in the general education curriculum (*East Central University Catalog p. 40)*

**First**, general education courses encourage students to think symbolically and logically and to apply the rational powers of the mind (analyzing, deducing, inferring, classifying,

generalizing, imagining, recalling, comparing, evaluating, and synthesizing) in a systematic way for problem solving.

**Second**, the general education curriculum encourages students to venture across disciplinary boundaries to see how different areas of study relate to each other so that a more integrated view of knowledge is attained. Common themes emerge which relate the curriculum to experiences shared by most people.

**Third**, the general education curriculum, through the exploration of universal experiences, helps students to better understand themselves and others as well as society and the wider world. Through this exploration, students develop the introspective attitudes, the interpersonal skills, the multicultural values, and the respect for life-long learning required for meaningful participation in society.

**STUDENT-CENTERED UNIVERSITY**

 As a student-centered university, East Central University provides optimal learning experiences and services that lead to student success. Students are the center of our focus. Students and their success serve as the driving force behind our decisions. As our first priority, East Central students deserve the greatest educational opportunities and the highest quality of service.

The University community expects and empowers our students to take responsibility for their academic work, social life and career development. We know that three primary factors influence student success: 1) the student's devotion of considerable time and energy to the learning process; 2) an institutional culture promoted by faculty, staff and administrators that engenders a caring and supportive environment; and 3) instructional experiences and support services that meet the academic, social and career development needs of students.

At East Central University, our students, faculty, staff and administrators recognize that student success is a shared responsibility characterized by:

Students who:

* take responsibility for their own learning;
* meet high expectations and gain diverse life experiences as they expand knowledge and skills useful for the future;
* increase ability to analyze, interpret and solve problems in order to make informed decisions;
* fully engage in pursuing realistic academic, career and social goals and monitor their progress toward those goals;
* fully engage in all aspects of campus life including co-curricular programs, activities and events;
* interact with a diverse community of learners and become knowledgeable of global issues;
* become professional leaders who are strong contributors to society.

Faculty, Staff, and Administrators who:

* provide nurturing and caring support needed for students to succeed;
* commit to all students being successful;
* continually develop and deliver programs and services that better serve students;
* promote learning that is rigorous and meaningful;
* realize student success is influenced by peers, faculty, staff, administrators and the university practices, policies, and environment;
* challenge students to aspire to the highest academic, social and career goals.

East Central University is Oklahoma's premier comprehensive student-centered regional university.

**DEPARTMENT OF PROFESSIONAL PROGRAM IN HUMAN SERVICES**

 **GOALS AND OBJECTIVES**

The Department of Professional Programs in Human Services (DPPHS) offers educational programs that share the common goal of preparing students to work with people in a variety of agencies and organizations. Degree programs are offered in counseling, criminal justice, and social work.

The objectives for the DPPHS (*ECU Catalog*) are:

1. To prepare students educationally for positions in counseling, criminal justice, or social work.

2. To help supply both the regional and local employee pool for human services agencies and organizations.

3. To provide students with a sound undergraduate base for graduate study.

**SOCIAL WORK PROGRAM MISSION, GOALS, AND OBJECTIVES**

**Mission**

The mission of the East Central University Social Work Program is to educate students for competent generalist social work practice in a rapidly changing and diverse society, who are dedicated to the alleviation of poverty and oppression and the enhancement of the quality of life for all people. The Program primarily achieves its mission by providing a quality curriculum that emphasizes competencies and practice behaviors consistent with generalist practice that are informed by social work knowledge, values, and skills essential for work with individuals, families, groups, and organizations and communities in a variety of social contexts, and within a rural environment.

**Program Goals**

The goals of the Program, which are consistent with the *Educational Policy and Accreditation Standards* (2022) of the Council on Social Work Education, are:

1. Provide a quality curriculum which prepares graduates for effective generalist social work practice.
2. Prepare graduates for practice within a societal context, who are committed to the advancement of human rights and social and economic justice.
3. Prepare graduates who understand the implications of political, social, and economic contexts for social work practice including the changing nature of those contexts, and the dynamics and impact of change.
4. Provide a curriculum which is grounded in the values, and ethics which serve as the foundation and guide for the professional practice of social work.
5. Prepare graduates who have a commitment to continued personal and professional growth and development.

**Program Objectives**

The objectives of the Program are consistent with the definition of generalist practice and the program's goals. The Program's educational objectives constitute the core competencies of the program. Students will:

1. Demonstrate ethical and professional behavior.
2. Engage diversity and difference in practice.
3. Advance human rights and social, economic, and environmental justice.
4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.

9. Evaluate practice with individuals, families, groups, organizations, and communities.

**BACCALAUREATE SOCIAL WORK (BSW) EDUCATION**

A BSW education combines liberal arts with a required social work generalist curriculum to prepare graduates for professional practice. To ensure professional standards, BSW programs must meet rigorous academic standards to gain and maintain accreditation from the Council on Social Work Education. Baccalaureate social work is the only undergraduate major that educates students to be professional social workers.

The BSW curriculum provides a professional education that is transferable to different settings, population groups, and problem areas. The generalist curriculum is competency-based; Each competency describes the knowledge, values, skills, and cognitive and affective processes that comprise the competencies at the generalist level. Each competency contains a set of behaviors that integrate these components *(CSWE 2022 EPAS).*

**Competency 1:** Demonstrate Ethical and Professional Behavior

**Competency 2:** Advance Human Rights and Social, Racial, Economic, and Environmental Justice

**Competency 3:** Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

**Competency 4:** Engage in Practice-informed Research and Research-informed Practice

**Competency 5:** Engage in Policy Practice

**Competency 6:** Engage with Individuals, Families, Groups, Organizations, and Communities

**Competency 7:** Assess Individuals, Families, Groups, Organizations, and Communities

**Competency 8:** Intervene with Individuals, Families, Groups, Organizations, and Communities

**Competency 9:** Evaluate Practice with Individuals, Families, Groups, Organizations, and

 Communities

These nine (9) competencies dictate curriculum design through an outcome performance approach.

 Students who graduate from a CSWE accredited program may qualify for advanced standing in social work graduate programs. This means that a student may be exempted from the foundation year of a Master of Social Work Program (MSW) and complete the MSW in less than two years. Graduates from an accredited program also become eligible for a social work license (LSWA) in Oklahoma after they successfully complete a Basic or Bachelors comprehensive exam. Licensing in other states is also possible, but qualifications for a license may vary from those in Oklahoma.

**Generalist Practice**

 The Social Work Program, in its Mission Statement, specifies that students are educated "for competent generalist social work practice in a rapidly changing and diverse society, and are dedicated to the alleviation of poverty and oppression and the enhancement of quality of life for all people." The objectives of the Program reflect a professional education program that prepares graduates for quality generalist practice. The generalist perspective is built upon a strong liberal arts base, and the Program integrates the liberal arts base across the social work curriculum. The East Central University Social Work Program is guided in the implementation of the Social Work Degree program by the definition of generalist practice which is explicated in Educational Policy 2.0:

*Generalist practice is grounded in the liberal arts and the person and environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.*

The baccalaureate program in social work prepares students for generalist practice by incorporating all 9 competencies and practice behaviors. The competencies and behaviors identify the knowledge, values, skills, cognitive and affective processes, and behaviors associated with competence at the generalist level.

Generalists conduct themselves within the ethical guidelines prescribed by the *NASW Code of Ethics* and must be able to work with clients, co-workers, and colleagues who are diverse ethnically and culturally and who have diverse professional perspectives.

**Professional Values and Ethics**

The Social Work Program is committed to and guided by the *Code of Ethics* of the *National Association of Social Workers* (NASW). The *Code* serves as a guide to the everyday professional conduct of social workers. Some codes apply specifically to students as they prepare for a career in social work. Students are expected to be familiar with the contents of the *Code* and conduct themselves in accordance with the *Code* throughout their enrollment in the Social Work Program. Additionally, students should demonstrate a commitment to the core values of social work, which are embodied in the *Code of Ethics*. These values include respect for the dignity and worth of every individual and his or her right to social justice. (See a complete copy of the NASW *Code of Ethics: https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English.)*

Student conduct in classes, including the internship, as well as in personal behavior, are demonstrable evidence of professional behavior and internalization of social work values and ethics. (See Student Conduct Policy, p.17-18)

**Employment Opportunities for Social Workers**

According to the Bureau of Labor Statistic, Occupational Outlook Handbook 2016-2017 Edition, social workers held about 650,000 jobs in the United States in 2014. About 3 out of 10 jobs were in State, county, or municipal government agencies, primarily in departments of health and human services; about 34% of jobs were in health care, and 31 percent work in mental health. Although most social workers are employed in cities or suburbs, some work in rural areas. The following tabulation shows 2014 employment by type of social worker.

Child, family, and school social workers 649,300

Health care social workers 305,200

Mental health and substance abuse social workers 160,100

Social Workers, all others 66,400

“Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Social Workers,
on the Internet at <https://www.bls.gov/ooh/community-and-social-service/social-workers.htm> (visited March 16, 2017).”

BSW graduates are employed in many different work settings:

* nursing homes
* hospice agencies
* hospitals
* home care agencies
* substance abuse programs
* mental health services
* mental retardation/developmental disabilities services
* rehabilitation services
* public health agencies
* family service agencies
* children and youth services
* child welfare
* aging services
* residential treatment programs
* domestic violence programs
* homeless shelters
* family support programs

**Job Outlook**

Employment for social workers is expected to grow faster than the average for all occupations through 2024. Job prospects are expected to be favorable, particularly for social workers who specialize in the health care and mental health and substance abuse. It is estimated that a 12% growth will take place.

**SOCIAL WORK CURRICULUM AND PROGRAM**

*In-person or online*

**Bachelor of Social Work (BSW) Degree Requirements**

 **I. General Education (44 HOURS)**

 *4 hours (BIOL 1114) count as Required Related Work*

 *3 hours (PSYCH 1113) count as Required Related Work*

 *3 hours (SOC 1113) count as Required Related Work*

 Other hours needed **34 hours**

 Includes recommended Math course--MATH 1413

 **II. Major in Social Work** **46 hours**

 HURES 2083 Human Behavior & Social Environment I

 HURES 2103 Interviewing Techniques

 HURES 3183 Case Management Practice

 HURES 3763 Group Processes and Practice

 SOWK 2273 Introduction to Social Work & Social Welfare

 SOWK 2521 Field Work Studies in Social Work

 SOWK 3013 Social Work Practice I

 SOWK 3613 Social Welfare Policies and Services

 SOWK 3833 Research Methods in Social Work

 SOWK 4423 Human Behavior & Social Environment II

 SOWK 4494 Social Work Practice II

 SOWK 4892 Integrative Seminar in Social Work

 SOWK 49412 Internship in Social Work\*

 \*Internship is not offered during summer semester.

 **III. Related Work** **13 hours**

1. **Required General Education**

 BIOL 1114 General Biology\*

SOC 1113 Introduction to Sociology

 PSYCH 1113 General Psychology

(courses satisfy general education requirement and must be completed prior to enrollment in HURES 2083 Human Behavior and Social Environment I and HURES 2083 Interviewing Techniques)

 \*A Human Biology course will meet the Program requirement, but will not satisfy the general education requirement

1. **Required Related Work Elective**

Select one of the following:

MATH 2213 Introduction to Probability and Statistics

SOC 3833 Statistics for Social Sciences

(The required elective must be completed prior to enrollment in SOWK 3833 Research Methods in Social Work)

 **IV. MINOR (Not Required)**

 **V. Electives 27 hours**

It is recommended that the Social Work major select elective courses from the

 Department of Human Resources or a related field.

**VI. Total Hours Required 120 hours**

|  |
| --- |
| **College of Liberal Arts & Social Sciences** |
| **2025-26 Social Work Degree Plan** |
|  |
| **FIRST YEAR - FRESHMAN** |
|  |  |
| **Fall Semester** | **Spring Semester** |
| UNIV | 1001 | \* | Freshman Seminar  | BIOL | 1114 | \* | General Biology  |
| ENG | 1113 | \* | Freshman Composition I  | ENG | 1213 | \* | Freshman Composition II  |
| KIN | 2122 | \* | Wellness or Nutrition FCS 1513  | HIST | 24-3 | \* | United States History Survey\*\* |
|  | ---3 | \* | Communication\*\* (Computer Literacy) |  |  ---3 | \* | Communication\*\* (Speech or Language) |
| MATH | 1-13 | \* | Mathematics\*\* | PSYCH | 1113 | \* | General Psychology |
| *MATH 1413 Survey of Mathematics RECOMMENDED* |
| SOC | 1113 | \* | Introduction to Sociology |  |
| **15 or 16** | **TOTAL HOURS** | **16** | **TOTAL HOURS** |
|  |
| **SECOND YEAR - SOPHOMORE** |
|  |  |  |  |
| **Fall** **Semester** |  | **Spring Semester** |
| PS | 1113 | \* | United States of Government | SOWK | 2273 |  | Intro to Social Work & Social Welfare |
|  | ---3 | \* | Humanities- Western Civilization\*\* | SOWK | 2521 |  | Field Work Studies in Social Work |
| *HUM 2123 General Humanities I RECOMMENDED* |  | --10 |  | Electives\*\*\* (12 hours) |
|  | ---3 | \* | Humanities-Cultural/Human Diversity\*\* |   |  |   |
| *HIST 2523 Native People in American History RECOMMENDED*  |   |  |   |
|  | 1-14 | \* | Physical Science\*\* (GEOG 1214 RECOMMENDED) |  |
|  | ---3 |   | Electives\*\*\* (3 hours) |  |
| **16** | **TOTAL HOURS** | **14** | **TOTAL HOURS** |
|  |
| **THIRD YEAR - JUNIOR** |
|  |  |  |  |
| **Fall Semester** |  | **Spring Semester** |  |
| HURES | 2103 |  | Interviewing Techniques | HURES | 3183 |  | Case Management Practice |
| SOWK | 3013 |  | Social Work Practice I  | HURES | 3763 |  | Group Processes & Practices |
| HURES | 2083 |  | Human Behavior & Social Environment I | SOWK | 3613 |  | Social Welfare Policy & Services |
|  | ---6 |  | Electives\*\*\* (6 hours) |  | ---3 |  | Requires Related Work |
|  |  |  |  |  |  |  | (*Math 2213 Intro to Probability & Statis* |
|  |  |  |  |  |  |  |  *SOC 3833 Statistics for Social Sciences)* |
|  |  | ---2 |  | Elective\*\*\* (4 hours) |
|  |
| **15** | **TOTAL HOURS** | **14** | **TOTAL HOURS** |
|  |
| **FOURTH YEAR - SENIOR** |
|  |  |  |  |
| **Fall Semester** |  | **Spring Semester** |  |
| SOWK | 3833 |  | Research Methods in Social Work | SOWK | 4892 |   | Integrative Seminar in Social Work  |
| SOWK | 4423 |  | Human Behavior & Social Environment II | SOWK | 4946 |   | Internship in Social Work |
| SOWK | 4494 |  | Social Work Practice II  | SOWK | 4946 |   | Internship in Social Work |
|  | ---6 |  | Elective\*\* (6 Hours) |  |
|  |  |  |  |
| **16** | **TOTAL HOURS** | **14** | **TOTAL HOURS** |
|  |
| **TOTAL DEGREE PLAN HOURS 120** |
| \*General Education Requirement \*\*See current catalog "General Education Requirements" for selection \*\*\*No Minor required/Electives (31 hours) |

**SOCIAL WORK COURSE DESCRIPTIONS**

**SOWK 2083 Human Behavior and Social Environment I**

3 hours--Prereq: SOC 1113 and PSYCH 1113; for Social Work Majors, SOC 1113, PSYCH 1113 and BIOL 1114. Theoretical frameworks drawn from the biological, social, and behavioral sciences for understanding across the life span and the range of social systems in which people live; and the ways social systems promote or deter achievement of health and well-being. Explored is the impact of factors including ethnicity, race, class, age, gender, sexual orientation, disability and culture on human development and behavior

**SOWK 2273 Introduction to Social Work & Social Welfare**

3 hours--Prereq.: Sophomore standing. Coreq.: 2521. Provides students with an overview of social work as a profession, its historical development, and knowledge, value and skills for practice. Informed sensitivity to all aspects of human diversity is emphasized and the advocacy role of social workers with oppressed and devalued populations. History, development, and philosophy of the social welfare institution in U.S. society and the role of the profession is explored.

**SOWK 2521 Field Work Studies in Social Work**

1 hour--Prereq.: Sophomore standing. Coreq.: 2273. The course builds upon and reinforces the foundation of generalist social work knowledge, values, ethics, attitudes, and skills introduced in the SOWK 2273 Introduction to Social Work course. Students will learn about various types of social work writing including APA, Case Notes and Process Recordings, and Court and Agency Reports. Students will also study the Code of Ethics of the National Association of Social Workers and practice ethical decision-making. The course reinforces the skills necessary to implement the phases of the planned change model to social work practice. Students will be required to participate in a 15-hour field experience in a community agency.

**SOWK 3013 Social Work Practice I**

3 hours--Prereq.: 2273, 2521 and admission to the Social Work major. ONLY Social Work majors may be enrolled in this course. This first course in the social work practice curriculum sequence emphasizes the preparation of students for competent strengths-oriented action with individuals, families, groups, organizations, and communities through use of professional knowledge, values and skills. A generalist practice framework, using a problem solving model approach is the context for the course. Students are introduced to relevant theoretical and conceptual frameworks for generalist practice and for work with diverse populations, including older adults.

**SOWK 3613 Social Welfare Policy & Services**

3 hours--Prereq.: 2273 and 2521. This course prepares students to understand how policy affects service delivery and how to actively engage in policy practice to advance and improve the quality of social services. Content includes the history and current structure of policies and services; the role of policy in service delivery; and the role of practice in policy development. Students analyze, propose, and formulate policies that advance social well-being. The advancement of human rights and social and economic justice provides a context for the course.

**SOWK 3833 Research Methods in Social Work**

3 hours--Prereq.: 2273 and 2521; or departmental approval. This course introduces students to systematic approaches to scientific thinking necessary for knowledge building and evaluating one’s own practice and practice that informs research. Critical thinking and analysis skills are emphasized within the context of ethical scientific inquiry and practice. Students apply research to evaluation of practice and improvement of practice, policy, and social services delivery.

**SOWK 4423** **Human Behavior & Social Environment II**

3 hours--Prereq.: 2273, 2521 and HURES 2083; Co-req.: 4494 if a Social Work Major. This is the second course in the Human Behavior and Social Environment curriculum sequence that builds on competencies from HURES 2083 and knowledge from the liberal arts. Emphasized is the range of social systems impacting on social functioning and well-being, as well as the dimensions of human diversity which may oppress, marginalize, and alienate people in their environment. Content focuses on how social workers respond to evolving organizational, community, and societal contexts at all levels of practice.

**SOWK 4494 Social Work Practice II**

4 hours--Prereq: 2273, 2521, 3013, HURES 2103, HURES 3183, and admission to Social Work Major; Co-req.: 4423. ONLY Social Work majors may enroll in this course. The second course in the social work practice curriculum sequence, which prepares students for generalist practice within the context of the problem-solving model approach. Emphasis is on preparing students for competent strengths-oriented practice using relevant knowledge, values, and skills to work with individuals, families, groups, organizations, and communities, which encompasses work with diverse persons, including older adults. Focus is on the interactive process of engagement, assessment, intervention, and evaluation.

**SOWK 4892 Integrative Seminar in Social Work**

2 hours--Prereq.: Departmental approval. Coreq.: SOWK 49412. This course, taken concurrently with the Social Work Internship, provides students the opportunity to reflect on the application of the theoretical and conceptual contribution of the classroom and field as preparation for generalist practice. The seminar is a forum for exchange of ideas and experiences relative to practice issues, professional development, the helping process, and social work values and ethics. The seminar is further defined by evaluation of student learning and competency building that has occurred across the social work curriculum in the classroom and field.

**SOWK 49412 Internship in Social Work**

12 hours--Prereq.: Departmental approval. Coreq.: 4892. The social work internship socializes students to perform in the role of practitioner. The theoretical and conceptual contribution of the classroom is connected to practice setting, where interns demonstrate achievement of the program’s generalist practice competencies and corresponding behaviors. This 448-hour internship is systematically designed and supervised through coordination of the program and practice setting.

**Social Work Internship**

Internships are an integral part of social work education and is considered the signature pedagogy. As such, the field component of social work education socializes students to perform in the role of practitioner by connecting classroom and field. Students are placed as interns in a practice setting where they have the opportunity to apply social work knowledge and skills learned in the classroom to situations experienced by clients in their environment. Interns practice skills that reflect social work values and ethics, as well as a commitment to competent professional practice. Interns complete 448 supervised hours of field experience in their final semester. We offer block placements in one semester and split placements over the course of two semesters (*please see internship manual*). Academic credit is not given for life experience or previous work experience in lieu of the internship experience.

Internship placements are available to students in agencies throughout the state of Oklahoma that employ bachelor-level or masters level social workers. In particular circumstances, a student workplace may be considered for an internship; a formal request must be made in advance for this to be considered. Supervision in the agency is provided by an experienced professional with a BSW or MSW degree. Direction for the internship program is provided by the Field Director. A faculty liaison is assigned, who is the link between the program and the agency in arranging the internship, as well as interpreting the objectives of the internship to the student and to the agency field instructor. The liaison is available to the student throughout their internship.

Internship placements are available in many settings, for example, in:

* hospitals
* public welfare agencies
* private rehabilitation agencies
* domestic violence programs
* hospice programs
* child welfare
* home health programs
* community mental health agencies
* tribal services
* juvenile agencies
* public health agencies
* substance abuse programs
* nursing homes and assisted living centers
* family and children’s services
* adoption
* schools
* agencies serving older adults

 Application for internship is made in the spring or fall semester preceding the internship semester. Only admitted social work majors are approved to enroll in the internship and be placed in an agency. Students must complete all social work major courses before entering the internship; earn a minimum grade of “C” in all social work courses, including HURES 2083 Human Behavior in the Social Environment and have a 2.5 retention grade point average to be admitted to Internship.

**Admission to the Social Work Program**

 All students who have declared social work as their major and wish to be admitted to the Program, must first take SOWK 2273 Introduction to Social Work and Social Welfare and SOWK 2521 Professional Skills for Social Work and Social Welfare (during the second semester of the sophomore year or first semester of the junior year). Application for admission to the Social Work Program is made following successful completion of the above courses, as well as other courses identified below. Applications are accepted in November and April of each academic year.

The Social Work Program faculty make up the Admissions Committee and evaluate applications for admission to the Social Work Program. Applicants are evaluated on academic criteria, evaluation by the students and instructors, evaluation of the narrative portion of the application, and evaluation of the student's personal qualities. The narrative portion of the *Application for Admission* must demonstrate the student’s critical thinking abilities and their ability to present their thoughts with clarity. All guidelines for the narrative section must be followed in order for the *Application* to be considered complete. The student is either: (a) admitted to the Social Work Program; (b) admitted conditionally; or (c) denied admission.

The following are criteria of the Social Work Program in determining admission of students:

 I. Criteria for Admission to the Social Work Program:

 A. Completion of approximately 45 hours of course work and a declared major in social work;

 B. 2.25 retention grade point average\*;

 C. Completion of English Composition I and II, with a “C” or higher grade;

 D. Successful completion of a human biology course (General Biology will fulfill this requirement), a general psychology course, and an introductory sociology course;

 E. Completion of SOWK 2273 Introduction to Social Work and Social Welfare with “C” or higher grade, and a (P) grade in SOWK 2521 Professional Skills in Social Work;

 F. Personal qualities of the student which demonstrate behaviors and attitudes consistent with social work values and ethics and the *NASW Code of Ethics;*

 G. Positive recommendations from two references; and

 H. Recommendation of Social Work Program Admission Committee.

 **\* 2.5 retention GPA** **is required for Admission to the Internship Program**

 II. Conditional Admission may be granted if the student is below the minimum requirements for admission, but not so far below that in the opinion of the Program faculty the student may reasonably be expected to meet those requirements the semester following the granting of conditional admission. Conditional admission is also granted for one semester to transfer students who may meet academic criteria as specified in I. above, but the faculty has not had the opportunity to interact with and evaluate the students’ academic performance and personal qualities.

 III. Denial of admission is based upon failure of the student to meet any one or any combination of requirements listed in I. above. A student has a right to appeal an adverse decision concerning admission. The procedure for appeal is outlined in the *Social Work Program Handbook*.

The student is advised in writing, in a timely manner, of the decision made regarding his or her admission to the Social Work Program. For those admitted conditionally or those denied admission, their letter will specify the reason for the admission decision, as well as outline how the student may gain full admission to the Program. An interview with the social work faculty advisor will follow notification of the student of their admission status. Formal full admission to the Program is required for the student to continue in the Program after one semester of conditional admission has been granted.

All students who are fully and conditionally admitted into the BSW program at ECU must attend the new student social work program orientation. The date, time and location of the orientation will be provided in the same email specifying the admissions status of the student. This is a mandatory meeting and all fully and conditionally admitted students must attend. Please contact the Social Work Program Director immediately if you believe you will be unable to attend so other arrangements can be made to provide orientation information. The purpose of the orientation is to familiarize you with the Social Work program, its policies, expectations and program procedures. A review of the *Social Work Student Conduct Policy* is included in this orientation and social work faculty will be available to answer any questions you may have about the program, including internship requirements.

Applicants for admission to Social Work Program should be aware that, while a criminal history may not exclude a student from consideration for admission, many agencies require a criminal history check for internship and for employment. A criminal history may limit options for internship and for future employment. Disclosure of this information is important to planning with students.

Retention in the Social Work Program is dependent upon the student maintaining their fully admitted status in the Program, which includes grade point average, personal conduct, professional conduct, academic conduct, and completion of all social work major courses with a minimum grade of “C”. The faculty evaluate the admission status of each social work major on an on-going basis to ensure that students meet admission/retention standards throughout their social work education program.

**GENERAL PROGRAM AND UNIVERSITY POLICIES**

**Social Work Transfer Credit**

The Social Work Program will accept social work course credit which will apply towards major requirements from another accredited social work education program. Course work, content and level must be consistent with the Programs course requirements in the major. Transfer students must complete a minimum of two semesters of course work in the Social Work Program at East Central, which includes the internship semester. Internship/practicum credit hours will not be accepted for transfer to meet the major requirement.

Transfer credit will be evaluated by the Social Work Program Director when a student declares a major in social work. The following will be considered in determining transfer credit:

1. The course for credit must be comparable in level and content to the ECU social work course (determined by official course description and course syllabus).

2. The credit must carry a minimum grade of C or S (satisfactory).

3. The credit must not be more than five years old.

4. Credit towards the major for social work courses taken from a non-CSWE accredited program will not be accepted towards any of the core social work curriculum, it can be accepted as an elective.

**Policy on Academic Credit for Life or Work Experience**

The Social Work Program does not grant academic credit, course waivers, or internship

credit for life experience or previous work experience. CSWE standards emphasize new learning, and does not make a provision for giving credit for life experience or previous work. The University does not provide such an option for any course offered by the University, and granting academic credit for life experience or work is not practiced at this university.

**Outdated Work and Non-Continuous Enrollment**

Due to the changing and evolving nature of the social work profession, it is important for students to remain continuously enrolled in the Social Work Program once they have been admitted and are progressing towards their Social Work degree. Students who interrupt enrollment for one year or longer must be readmitted to the Program. Additionally, any course work taken in the social work degree program that is more than five years old, must be re-taken.

Students who are not continuously enrolled may fall under different degree requirements and University and/or Program policies than were in force during their first term of enrollment. University and Program requirements change on occasion to enhance policies and/or the curriculum. Additional or different courses may be required in general education and/or the major and/or minor. Re-entering students should consult the current *ECU Catalog* and with their major advisor, determine if any changes in requirements in general education, the major, and the minor, have occurred since their last enrollment.

**Retention in the Social Work Program**

Students are retained in the Social Work Program, once admitted:

1. by maintaining a 2.25 retention grade point average;
2. earning a minimum grade of "C" in all social work courses, which includes HURES 2083 Human Behavior and Social Environment I; and
3. demonstrating appropriate personal conduct and adherence to the personal and professional conduct standards prescribed by the NASW *Code of Ethics* and by the Social Work Program, as detailed below.

If a student earns below a grade of "C" in the courses mentioned above, he or she is permitted to re-take the course(s); however, they must be re-taken prior to the internship semester. If students are to attain a retention grade point average of 2.5 for admission to internship, however, grades above a "C" must be earned.

The admission status of each student in the Program is reviewed by their social work advisor at the beginning of each semester of the academic year to ensure that students continue to meetadmission requirements, including grade point average and grades in social work courses. Students are informed in writing of concerns related to their continued admission to the Social Work Program and their major. Faculty want students to succeed and are available to assist students to overcome barriers to the completion of their social work degree.

If a student is unable to meet academic requirements for the major, after remediation efforts have been implemented, their enrollment in the Program will be terminated and they will be advised to pursue another major. (See Termination (p.22) and Grievance/Appeal Policy in this *Handbook* on (p.23)).

**Social Work Program Student Conduct and Termination Policy**

 In accordance with the Program’s commitment to the ethical and professional conduct of students admitted to the Social Work Program, the Program has implemented policies, procedures, and criteria to evaluate the professional conduct of students, including termination of a student’s enrollment in the Program if conduct is deemed inconsistent with the practice of professional social work.

 At the time of the student’s formal admission to the Program, the student and his or her social work advisor will discuss the Student Conduct and Termination Policy and the student and advisor will sign an *Acknowledgement* form, which will be retained in the student’s program file; and a copy will be retained by the student.

Social work students are expected to conduct themselves in a manner consistent with:

* the *NASW Code of Ethics* (a link/copy to the *Code* is included in the *ECU Social Work Program Handbook*)
* the *ECU Academic Integrity Policy* (copy available in all social work courses and posted in Blackboard for courses utilizing Blackboard)
* *ECU Student Handbook*, “Code of Student Conduct” (available through the ECU Website [Current Students] and Dean of Students Office)
* Social Work Program policies for conduct included in the *Social Work Program Handbook* (copy distributed to all social work majors at the point of admission to the Program)
* *Internship Student Code of Conduct* (executed and signed with the *Internship Agreement* prior to the student’s first day of internship)
* student conduct policies and professional behavior as is explained in the *Council on Social Work Educational Policy and Accreditation Standards* (EPAS), 2022
* conduct policies in courses as is reflected in all social work syllabi

 The Social Work Program has the right and responsibility to terminate a student’s participation in the Program on the basis of a determination of professional non-suitability for the social work major and, ultimately, for the social work profession.

 Concerns regarding student conduct/professional performance will first be addressed on an individual basis by faculty member(s) through assessment feedback, advisement sessions, and/or written documentation of specific violations. Specifically, violations of the ECU Academic Integrity Policy regarding cheating and plagiarism will result in the formal filing of an *Incident Report*, which becomes a part of the student’s records at ECU. The appropriate social work faculty member will submit this incident report to the Provost and Vice President for Academic Affairs.

 If remediation efforts with a student have not been successful and further conduct violations occur, the student’s performance will then be formally reviewed by the social work faculty for possible termination. If the faculty determines that the student’s conduct has constituted a significant violation (or pattern of violations) of ethics, program policy, academic integrity, or the standards of conduct and behavior expected of students in a social work education program (2022 EPAS), they will offer recommendations regarding any action(s) to be taken affecting the student’s continuation in the Program.

 Such action(s) could result in the student’s dismissal from the Program and rescindment of his or her admission to the Program. At this point, the student will be apprised in writing by the Program Director of the faculty’s concerns and decision to terminate her or him from the Program. Within ten days of the date the letter is mailed to the student, the Director will meet with the student regarding this determination and his or her right to appeal the decision of the faculty, as is stated in the *Social Work Program Handbook*, “Social Work Student Appeal/Grievance Process.” The Program Director will also notify the Chair of the Department of Human Resources of such action, as well as the Office of the Dean of Students.

 Additionally, it is important that the social work student be emotionally and physically well so that personal issues and/or conditions do not interfere with their education and abilities to be effective in working within an agency structure and with clients. In situations where a student’s behavior suggests unresolved issues, they may be denied admission or asked to withdraw from the Program. Admission/re-admission may be obtained by the student by submitting documents from qualified professionals, which attest to the student’s physical/emotional well-being and ability to withstand the rigors of their education and eventual professional interaction with agency clients and staff in their internship.

The criminal history of a student may not be cause for denial of admission or retention in the Social Work Program or denial of entrance into the internship, but such history may present difficulties for students in the selection of field work studies and internship placements and in employment upon graduation. Agencies are increasingly requesting that students/graduates submit to an Oklahoma State Bureau of Investigations (OSBI) Criminal History Check. Federal, State, and county agencies prohibit employment of individuals who have been convicted of a felony. Obviously, some criminal acts, if known to the Program, and of a nature clearly contrary to professional standards and practice, would lead to denial of admission to the Social Work Program, or if the commission of the act occurs after admission, may lead to dismissal from the Program.

***ECU POLICY ON ACADEMIC INTEGRITY***

 Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003). Integrity in academic work is essential to the success of the university community. Deceit and misrepresentations are incompatible with the fundamental activity of East Central University and shall not be tolerated. Failure to comply with and uphold the standards of integrity will constitute academic misconduct and may result in severe penalties, as listed below. Each student is individually responsible for knowing and upholding academic integrity by scrupulously avoiding any conduct that would lead to violation of the *Policy on Academic Integrity.*

**Definition of Academic Misconduct**

In its broadest sense, academic misconduct involves any action on the part of the student that violates academic integrity. Academic Dishonesty is defined as the deception of others about one’s own work or about the work of another. These actions include, but are not limited to:

**Cheating:** Cheating is the use of unauthorized materials, information, or study aids in academic exercises, experiments and examinations. Cheating includes but is not limited to:

* copying the answers of another student on any examination or assignment
* using a textbook, notes or other aids during an examination without the permission of the professor
* tampering with experimental data to obtain desired results
* obtaining copies of examinations by any unauthorized means
* receiving or giving unauthorized help on assignments or examinations
* accessing computer systems or computer files without authorization
* stealing a problem solution from a professor or another student
* presenting product of a collaborative effort as one’s individual work unless explicitly approved by an instructor. (**Note:** professors shall grade course group assignments according to criteria outlined in the syllabus)
* submitting work as individual work, either implicitly or explicitly, that was completed by another or as a group.

**Plagiarism:** Plagiarism is presenting the words, visual images or ideas of another as one's own. Except for what is called "common knowledge", any information taken from another source must be documented in the student's work. When a student interprets anothers ideas, credit must be given by an in-text reference. When a student uses an exact copy of anothers work, it must be delineated by use of quotations marks or indentation and referenced with the source. Plagiarism includes but is not limited to:

* copying and/or presenting words, images or thoughts of others as one’s own work
* representing any information down-loaded from the **Internet** as one’s own.
* copying content in work without providing appropriate quotation marks or documentation
* copying words with minor changes even if the source is given
* expressing another’s ideas as one’s own
* reusing papers or presentations of any previously written papers
* submitting the same paper or substantial portions of a paper for multiple courses without the permission of the primary professor
* submitting assignments that were completed by another person
* allowing another student to submit one’s work as their own

**Misrepresentation or Falsification:** Misrepresentation and falsification are forms of academic dishonesty based on written or spoken lies committed either by a positive action or omission. Misrepresentation and falsification includes, but is not limited to:

* changing records, logs or other documentation leading to an inaccurate evaluation of the assignment or student performance
* providing false information or omitting pertinent information on applications, records or other documents
* tampering with or destroying the work of others
* creating results for experiments not done
* lying about any and all academic matters

**Disciplinary Procedure:** Faculty, staff member, or students must report a violation of the policy to the Office of Academic Affairs. The student with the reported violation and the faculty member must meet to confirm or disallow the reported violation. If the violation is confirmed, the exact disciplinary procedure and grade penalty in the course is left to the discretion of the professor as outlined in the course syllabus. Possible actions that may be taken include but are not limited to the following:

* requiring that the assignment be re-done
* reducing the grade for the assignment in question
* reducing the grade for the course in which the violation occurred
* receiving a failing grade for the course
* assigning a failing grade for the course
* withdrawing the student from the course

A record of the violation is maintained in the Office of Academic Affairs for a period not to exceed five years from the time of the incident.

* After the first violation, a student receives notice that the violation has been recorded in the Office of Academic Affairs
* After a second or subsequent violation, a designated representative from the Office of Academic Affairs investigates the incident(s), meets with the student, and makes a recommendation to the VPAA. The VPAA sends a letter to the student with the consequences, which may include suspension.

**Appeal**

 The student may appeal the decision to the president. The president’s decision is final.

**Conduct Requirements**

 Social work students are expected to abide by the rules of the University, and the rules issued by the Board of Regents of Oklahoma Colleges. The Student Code of Conduct provides the student body information regarding the expected standard of behavior and policies that are fundamental to the normal activities of East Central University. Moreover, the purpose of the Code of Conduct is to develop and maintain guidelines for a reasonable and comfortable learning environment for all East Central University community members. The intent of the University is to ensure that students do not overlook their civic and social responsibilities nor lose their rights and responsibilities of the students at East Central University. For specific information, the complete Student Code of Conduct can be found on the ECU website at:

<https://www.ecok.edu/sites/default/files/2024-08/2024-2025%20Student%20Handbook%20and%20Code%20of%20Conduct%20V1.0.pdf>

**Termination from the Social Work Program**

The social work degree signifies that students are prepared to begin professional work with competence in areas that require trust and high ethical standards of conduct. They are expected to meet the ethical and professional standards set by the profession and the agencies providing internship placements. Should it be determined that a student does not meet such standards, they may be terminated from the program.

Termination of a student from the Program is not an action that is considered routine. It is a Program gatekeeping responsibility for the Social Work Profession. Some students pursuing a social work degree are not personally suited for the profession but may function well in other degree programs and careers. Additionally, some students are not academically prepared for the program's challenging curriculum. Students should be knowledgeable of the Program’s student conduct and retention policies and the University’s policies as outlined above, which include behaviors that may result in a student’s termination from the Program.

To reiterate the behaviors and conduct of concern:

**Social Work Student Appeal Grievance Process**

An undergraduate student who has an academic or non-academic or academic conduct grievance:

The University’s Student Grievance Policy, as quoted below from the ECU Catalog, will be followed by the Social Work Program.

A student should attempt an informal resolution of his/her grievance with the appropriate faculty member, staff member or administrator. If the grievance cannot be resolved at the level to which the complaint is made, it is referred to the next higher level. The President will review lower-level decisions if an appeal is made to the President. The President may overrule any and all decisions. Also, anyone choosing to do so may file a grievance directly with the President; the complaint will then be processed through the administrative channels to attempt resolution prior to taking final action. https://www.ecok.edu/ecu-tiger-reporting

 The student will be assisted by the Program Director, as requested, to access and implement the grievance process.

1. If a student in unable to meet academic requirements for the major, after remediation efforts have failed, their enrollment in the Program will be terminated and they will be advised to pursue another major.
2. Examples of personal behavior that would warrant denial of admission or dismissal from the Program are, but not limited to, behavior inconsistent with the *NASW Code of Ethics,* assaultive or threatening behavior, consistent judgmental attitude, commission of felonies or high misdemeanors, demeaning and derogatory remarks directed towards others, and dishonesty *(See the ECU Student Code of Conduct).*
3. Unacceptable academic behavior will not be tolerated. Unacceptable academic behavior includes not only violations of traditional standards of academic integrity such as cheating, plagiarism and lying, but also prohibitions against sexual harassment, discriminatory harassment, misappropriation of equipment and other violations against persons and property not acceptable in an academic community. These behaviors may result in the student’s termination from the Social Work Program, which is consistent with the University’s *Student Conduct and Academic Integrity Policies*.

 Some criminal acts, if known to the Program, and of a nature clearly contrary to professional conduct, would lead to denial of admission to the Social Work Program; or if the commission of the act occurs after admission, may lead to dismissal from the Program.

Students terminated from the Social Work Program are informed in a face-to-face meeting with the Program Director. Students have a right to appeal their dismissal, and procedures are in place for the appeal/grievance process, which are explicated below.

**ECU Grade Appeal Policy**

As stated in the *ECU Catalog,* The University believes students should be given the opportunity to meet with instructors and department chairs to resolve issues concerning assigned grades. Student grade appeals are not intended to interfere with the instructor’s right to determine the evaluation process and to perform that evaluation. They are intended for instances that deviate from the basic understanding of how grades should be assigned.

Students wishing to appeal a grade should first discuss the grade with the instructor. If the student is still dissatisfied and believes there are circumstances that merit an appeal of grade, the student should discuss the issue with the department chair and, if necessary, the dean. If further appeal is requested, information can be obtained on the process from the Provost/Vice President for Academic Affairs and/or designee. *(See the Student Handbook)*

***For Social Work majors, if the student is still dissatisfied after discussing their grade with their social work instructor, they should discuss the issue with the Social Work Program Director***, ***then the Chair of the Department of Human Resources, and, lastly, the Dean of the College of Liberal Arts and Social Sciences.***

**Non-Discrimination Policy**

The Social Work Program is committed to non-discrimination in the implementation of its Program and in the treatment of students, faculty and other program and department personnel. The Program is in full compliance with East Central University’s Policy, which is as follows:

The President and employees of East Central University (ECU) reaffirm the policy as set forth in the previous statements of compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, the Family & Medical Leave Act of 1993, and the Civil Rights Act of 1991, that no discrimination on the grounds of race, color, religion, gender, age, national origin, disability, or status as a veteran will exist in any area of the University.

This policy statement further reaffirms commitment of continuing and expanding positive programs which will assure the strengthening of this policy not only to the legal of compliance, but also to further employment opportunities and promotions for all ages, cultural/ethnic groups, veterans, physically challenged, visually or hearing-impaired individuals, and genders. The President of East Central University assures that this commitment will embrace the developing and maintaining of our Affirmative Action Compliance Program which will involve necessary additional efforts with respect to the recruitment, selection, placement, termination, training, and promotion of all employees and with respect to personnel action such as compensation, benefits, transfers, layoffs, return from layoffs, education, tuition assistance, recreation programs, and other appropriate programs.

East Central University explicitly prohibits acts of discrimination that violate individual civil rights or conduct that is founded in prejudice or hate violence. Discrimination/hate violence is unlawful and will subject those who engage in it to university discipline to include discharge, as well as civil and criminal penalties.

No institutional policies are in effect at East Central University that deviate, in wording or intent, from the above-stated administrative policy. (*ECU Staff Handbook)*

**Sexual Harassment Policy**

 It is the policy of East Central University, as stated in the *ECU Catalog*, to maintain an educational environment free from sexual harassment. Sexual harassment is expressly prohibited and offenders are subject to disciplinary action. The Social Work Program fully supports and follows the University’s policy.

Section 1. Definition/Prohibited Acts

 No faculty, administrative or support employee of any university governed by the Board of Regents shall engage in sexual harassment. Sexual Harassment is defined as unwarranted sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of instruction, employment, status or participation in any course, program, or other university activity;
2. Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individuals work or educational performance, or of creating an intimidating, hostile or offensive environment for work or learning.

Section 2. Examples of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited by Section 2, above, include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, participation in a university academic program, or letters of recommendation;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted telephonic or electronic communications or staring;
5. A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following: (1) comments of sexual nature; or (2) sexually explicit statements, questions, jobs, or anecdotes;
6. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person’s body; (2) remarks of a sexual nature about a person’s clothing or body; (3) remarks about sexual activity or speculations about previous sexual experience; or (4) exposure to sexual jokes or anecdotes, or printed or visual material of a sexual nature.
7. Any instance of sexual harassment should be reported to the Affirmative Action Officer.

The complete sexual harassment policy may be found in the current *ECU Catalog* and the *ECU Student Handbook*. Students are encouraged to read and be familiar with the policy. Questions and complaints regarding sexual harassment should be addressed with the Social Work Program Director. The Program Director will immediately notify the Chair of the Department of Human Resources if it appears that some type action is needed regarding a complaint. The Universitys grievance procedure will be followed.

**Disabilities Services**

The Social Work Program fully complies with the Americans with Disabilities Act of 1990 through the implementation of its education program and its underpinning professional values. The University is a forerunner in Oklahoma colleges and universities by providing an accessible campus in the early 1970s, which attracted many students with a disability. The Disability Services Office is located in Room 159 Administration Building and can be contacted at <https://www.ecok.edu/current-students/student-services/office-testing-and-accessibility-services/testing-and> or 580/559-5297/5677.

Disability Services works with students, professors, and administration to foster a welcoming environment, inclusive and accessible for everyone. Students are worked with to support and encourage self-advocacy, self-awareness, independence, and academic achievement.

Disability Services helps students with disabilities to:

* Achieve academic success
* Develop an on-going relationship with Disability Services
* Improve communication with professors
* Promote equal opportunity for all students
* Assist with identifying appropriate resources on campus.

In working with each student to develop an accommodation plan that is tailored for that student, Disability Services provides the tools, reasonable accommodations and support, so that students with disabilities who are otherwise qualified may meet the demands of life at ECU.

Interpreter services for students who are deaf or hard of hearing are also available. This program affords the student the opportunity to compete on an equal basis in the pursuit of his or her own goals. Program services include:

* Interpreting
* Note-taking
* Extended testing time
* Academic advisement
* Advocacy

The office of Interpreter Services for students who are Deaf or Hard of Hearing is located in Knight Hall, K101, and may be contacted at <https://www.ecok.edu/current-students/student-services/office-testing-and-accessibility-services/testing-and> or 580/559-5765 (V) or 580/332-3497 (TDD).

**STUDENTS IN THE PROGRAM**

**General Expectations of Students**

 It is expected that students will be seriously engaged in their education, attend classes, submit assignments on time, and challenge themselves academically to achieve their highest potential. Professional education is preparation for performing quality professional work upon graduation; therefore, students are expected to develop professional behaviors and be accountable for their behavior. Program faculty are responsible for providing students with a quality educational experience and opportunity and for providing support and guidance throughout the students' educational program in social work.

**Academic and Professional Advising**

 Students who have a declared major in Social Work are assigned a Social Work faculty advisor by the ECU Admissions and Records office when they are admitted to the University or by the Social Work Program Director if a transfer student or a current ECU student with a change of major to social work. Social Work Program faculty members are committed to quality advisement of students in both academic and professional matters. Advisement is viewed as an opportunity for academic, professional, and career planning, which is important to the success of students in their pursuit of a social work degree. Advisement provides an opportunity for faculty to assess students “fit” and motivation for a career in social work; discuss career goals and aspirations with students; and for students to interact with competent social work professionals. Students are encouraged to access their advisors for information and to gain answers to questions about their academic program and future career in social work.

Advisors are accessible and available during their posted office hours or by appointment as needed. Social work faculty have liberal office hours to accommodate student access to academic advisement. During early enrollment it is important for students to make an advance appointment with their advisor to ensure availability of required classes, as well as to get the schedule they want. Planning ahead for advisement is important.

**Writing and Social Work**

Writing is an important social work practice competency, which is affirmed by the CSWE accreditation standards. One must be effective in both written and oral communication. Oral communication skills are viewed by most as essential to effective social work practice, but the same emphasis may not be placed on written communication skills. Social workers write social histories, recommendations for a judge in cases of child abuse and neglect, court reports, referrals, letters to community agencies, and discharge reports in medical social work. The quality of the writing reflects both on the social work professional and the organizations the social worker represents. The Social Work Program supports the Universitys Writing Proficiency Policy that promotes shared responsibility of all faculty to help students to advance in their writing skills to become competent writers.

Because writing is so integral to professional social work, the East Central University Social Work Program is committed to social work majors developing and/or improving their writing skills. If writing is not a student strength, then it is imperative that a plan be developed to strengthen this skill. Faculty feedback about writing is intended to assist students in improving their skills before they enter their internship and eventually the job market as a professional social worker. Assistance with writing is also available through the ECU Writing Center located in room 147 Faust Hall–a trained student writing consultant will provide in-person assistance or the Writing Center Web site can be accessed for off-campus assistance: <https://www.ecok.edu/current-students/student-services/centers-programs/academic-success-center/writing-center>

The Center helps student’s complete assignments and developmentally become more accomplished independent writers

**STUDENT OPPORTUNITIES**

**PROGRAM AND UNIVERSITY**

**Child Welfare Professional Enhancement Program (CWPEP)**

The Child Welfare Professional Enhancement Program (sometimes referred to as the Title IV-E Program) offers students the opportunity to make a commitment to Oklahoma families and children at risk by working for the Oklahoma Department of Human Services (OKDHS) in its Child Welfare Program. CWPEP participants are required to complete a 3-hour child welfare course and their internship at the Oklahoma Department of Human Services -- Child Welfare Services. Upon completion of the BSW, graduates are guaranteed employment as a Child Welfare Specialist within 90 days of graduation. Employment may occur in any OKDHS County office in the State of Oklahoma where there is a need.

CWPEP is a collaborative program which includes all accredited social work programs in the State of Oklahoma. The purpose of the program is to provide a qualified professional social work workforce in public child welfare.

Applications are accepted for CWPEP in June (and possibly January) of each year from students who have been formally admitted to the Social Work Program, have a demonstrated commitment to a social work career in Child Welfare, and have junior or senior standing. The Program is approved for six student trainees per academic year in the CWPEP, with an expectation of three graduates per academic year.

Students selected through the application and interview process are awarded a monthly stipend while in classes and internship. The stipend carries a legal obligation for the student to accept employment with the OKDHS after graduation. Failure to accept employment will result in payback of stipend funds received.

**National Association of Social Workers**

The National Association of Social Workers (NASW), established in 1955, is the pre-eminent professional organization, and currently has 140,000 members nationwide. Membership in the NASW is open to any student who is currently pursuing a degree in a Council on Social Work Education (CSWE) accredited social work program. NASW connects students to the ideas, information, resources, and people that help them achieve full potential as a student and a future professional social worker. Student members receive all of the benefits of regular NASW membership at one-quarter of the regular dues(*NASW, Student Membership Application*). With student membership, students automatically become members of the Oklahoma Chapter of NASW and are assigned to a specific geographic branch, where they can become active locally with other student and professional social workers. Student membership entitles students to special reduced rates for some NASW sponsored workshops and conferences. Many students attend the state and/or national conferences for learning and networking.

Social work majors are encouraged to join NASW. **NASW membership, however, is required for social work students prior to entering internship. This gives students access to professional liability insurance which is required for placement in an agency.**

**Phi Alpha** ~ **Social Work Honor Society**

Previously East Central’s social work honor society was Alpha Delta Mu. During the Fall of 2016 the Phi Alpha Social Work Honor Society began and has been active on campus since that time.

Social work majors who have completed at least 9 hours of social work courses, may be admitted to the Program, have junior or senior standing, and have achieved a cumulative grade point average of 3.25 or above and a 3.50 in required social work courses, student members must demonstrate active participation in social work program activities, including community outreach, those meeting the above requirements are eligible for membership. Eligible students are invited each Spring and Fall semester by the faculty sponsor to join Phi Alpha. The membership fee is $30.00. Information about Phi Alpha may be obtained from any social work faculty member.

The Honor Society often sponsors activities and organizes campus and off-campus projects which involve all social work majors. Members are active in promoting unity among social work students and the social work major on the ECU campus and in the community.

**Social Work Student Association**

 Social work majors and minors are encouraged to join the Social Work Student Association (SWSA). The SWSA encourages networking, leadership, and community and campus outreach and involvement. SWSA closely mirrors the values and ethics of the National Association of Social Workers. Students may join the SWSA at any time after declaring social work as a major or minor. The SWSA is a proactive way to work closely with others interested in social work and community outreach. This organization is formed and elected offices are held by students. SWSA has one faculty sponsor assigned.

**ECU Student Organizations/Student Diversity**

Social work majors are encouraged to expand their interactions with diverse students on the ECU campus in order to expand their knowledge of human diversity and to have the opportunity to interact with persons who may be different from themselves. The following student organizations are available on campus and they are open to anyone attending their meetings, which are held on a regular basis throughout the academic year. Just contact someone in the organization(s) for further information. All student organizations are listed on the *ECU Home Page*, *Campus Life* tab.

|  |  |
| --- | --- |
| * African and Caribbean Student Association
* Asian Student Association
* Association of Black Students
* The Black Thread Society

(Students with Disabilities)* LGBTQIA+ Alliance
 | * International Connection
* Native American Student Association
* Russian Club
* Silent Friends Club
* Spanish Club
* NSA Student Association
 |

**Social Work Program Advisory Committee**

The Social Work Program Advisory Committee is made up of professional social workers, social service agency representatives, alumni of the ECU Social Work Program, Program Field

Instructors, and BSW student representatives. The Committee provides a formal and important link for the Program to the practice community and to its stakeholders, which includes students. Input on curriculum and on Program concerns and issues is vital to a dynamic program. The Advisory Committee meets a minimum of two times during the academic year.

Two students represent social work majors on the Social Work Advisory Committee–a junior representative and a senior representative. Students to serve on the Advisory Committee are solicited by Social Work faculty, but students interested in serving may also contact the Program Director. Student representatives are responsible for providing program input and sharing student concerns and issues with the Committee and with Program faculty. Student representatives serve 1-2 years on the Committee.

**Scholarships**

 Social Work majors are eligible to apply for several scholarships through the ECU Foundation and through the Department of Human Resources. Scholarship information is available through the ECU Foundation Web site at <https://www.ecok.edu/donate/ways-give/foundation-scholarship-information>. **The Application deadline for most scholarships is March 1**. Scholarships which might be of interest:

* Bridges-Burke Social Work Scholarship (Social Work Majors Only)
* Lowell E. Green Human Resources Scholarship
* Richard E. Baumgartner Memorial Scholarship
* ECU Women’s Club Scholarship

Scholarships are available to transfer students through the ECU Foundation, however, information may also be obtained through the Academic Enrollment Center located in 111 Danley Hall.

**Helpful Links and Resources**

* The National Association of Social Workers Code of Ethics:

 To access a full PDF version

 Please visit:

 <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

* The Council on Social Work Education and Policy Accreditation Standards of 2022

Please visit:

<https://www.cswe.org/getmedia/bb5d8afe-7680-42dc-a332-a6e6103f4998/2022-EPAS.pdf>

* East Central University Catalog

Please visit:

<https://www.ecok.edu/academics/catalog>